

**Tender Notice  
By Speed Post**

File No 12-01/GA/2018-FSSAI (Pt.)  
**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety & Standards Act, 2006)  
(General Administration Division)  
**FDA Bhavan, Kotla Road, New Delhi-110 002**

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**Dated, the 06<sup>th</sup> September, 2019**

To

As per list

(New Delhi / Delhi based Class 'A' & 'B' Offset Printers empanelled with  
**(i)** Directorate of Printing, Ministry of Urban Development, Government  
of India, **(ii)** Bureau of Outreach & Communication, Ministry of  
Information & Broadcasting and **(iii)** agencies empanelled with FSSAI [GA  
Division] only)

**Subject:- Printing of Annual Report for the Year 2018-19 of the Food  
Safety and Standards Authority of India.**

Sir,

Food safety and Standards Authority of India (FSSAI) proposes to publish  
its bilingual Annual Report for the year 2018-19 containing graphics,  
photographs and art work. The cover and inside pages will be printed in 4  
colours. The FSSAI Annual Report shall consist of following:-

- a) Top cover
  - b) Back cover
  - c) Layout for graphics (01 no.)
  - d) Layout of photographs (10-12 nos.)
  - e) Layout of inside pages between 280 to 300 pages (leaves both sides)
  - f) Overall presentation style
2. Processing and printing of cover and inside pages (after obtaining a  
written approval of draft version / dummy copy of report from the Authority)
  3. Specification of paper for cover and inside pages are as under:
    - a) Cover Page 300 GSM Imported Art Card
    - b) Inside Pages 100 GSM Imported Matt Finish Paper
  4. Number of copies required 200 bilingual

5. Size A-4
6. Number of pages for text printing between 280 to 300 pages (leaves both sides in bilingual) excluding cover page. It may increase or decrease.
7. Annual Report will be printed in 4 colours
8. The binding will be perfect to the satisfaction of the Authority.
9. The softcopy (in CD/Pen drive) of the whole material of Annual Report will be provided to the Authority without any extra cost.
10. Bidders are advised to see, as sample, the Authority's Annual Report for the year 2017-18 by way of visiting the web link <https://www.fssai.gov.in/flipbook.php?bookid=328&doc2=0#book2/>.
11. If bidders are interested and are in a position to print the copies of documents, they may send **quotations with validity of 90 days for the above job**. They may please note that rates quoted are inclusive of GST, include all cover/inner page printing, proof reading, cost of paper (cover and inner page), planning, layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery. The copies of Annual Report have to be delivered to FSSAI, FDA Bhawan, Kotla Road, New Delhi – 110 002.
12. The quotations of firm/agency/printer **other than** Class 'A' & 'B' Offset Printers [New Delhi/Delhi based] empanelled with **(i)** Directorate of Printing, Ministry of Urban Development, Government of India, **(ii)** Bureau of Outreach & Communication, Ministry of Information & Broadcasting and **(iii)** agencies empanelled with FSSAI [GA Division] only) **will not be entertained and summarily rejected**.
13. The whole process of composing, processing and printing of Annual Report will be required in a period of two weeks only after receiving the material from FSSAI. Further, the printed copies are required to be delivered within **5-7 days** or earlier after the date of receipt of corrected proof pages. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
14. The bidders are required to produce certificate to prove their competence for undertaking the job in question and also furnish proof of their standing and goodwill. They should have two years of previous

experience of having undertaken jobs of (*Designing, Composing, Processing and Printing of Annual Report*) in Ministries/ Departments/ Autonomous Bodies/PSUs of the Government of India and **duly supported by proper testimonials certificates. Any firm with no previous experience in this field, will not be eligible and their quotes, if any, would be summarily rejected.**

15. An earnest money of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of D.D./Pay order drawn in favour of Senior Accounts Officer, Food Safety and Standards Authority of India **is required to be sent along with Quotations failing which the Quotation will not be considered.** Further, it may also be noted that after awarding the job, if the bidder refuses to take up the work, the said **Earnest Money Deposit will be forfeited.**
16. **Evaluation of Bid:** Apart from the other conditions, the financial bid will be evaluated on cost factor as well as the quality of sample papers and printed material provided by the bidders as mentioned in Para 19 of this notice.
17. The successful tenderer shall be required to deposit a Performance Security of Rs.15,000/- in the form of Fixed Deposit Receipt / Bank Guarantee with a validity period of 6 months in favour of Senior Accounts Officer, Food Safety and Standards Authority of India from the date of inception of the contract duly signed by both the parties after award of work. However, the same will be returned (without interest) on satisfactory completion of the work.
18. No advance payment will be made. However, the payment will be released within 15 days of the receipt of the invoice and after satisfactory completion of the work and on receipt of the desired number of printed copies of the said Annual Report. The invoice should be accompanied by delivery challan/s.
19. Bidders may submit their quotations in **sealed cover super scribed as "Quotation for Printing of Annual Report for the Year 2018-19 of the Food Safety and Standards Authority of India"** for all items of work in the **format enclosed** with this tender enquiry letter to the undersigned at 4<sup>th</sup> Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110 002 latest by **23<sup>rd</sup> September, 2019 (Monday) before 1.00 P.M.** Further, *prices quoted should be inclusive of GST, packing and delivery to the final destination.* Apart from these, the tenderer may **indicate the (i) rates per page (+/-) and (ii) rates for the**

**printing and supply of 100 additional copies** [if required by the Authority at later stage] **of Annual Report** and also **furnish the following samples along with quotation:**

- i. Samples of the papers for Cover page and inside pages (must be signed and sealed by the bidders) and an undertaking that they will use the same sample papers for printing of Annual Report, 2018-19 of FSSAI on the letterhead of the Company/ Firm / Agency; and
  - ii. Copies of Annual Report or any other related material printed for Government of India's organizations.
20. The date of opening of the quotations is **23<sup>rd</sup> September, 2019 at 3.30 P.M. in the Conference Room at 3<sup>rd</sup> Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110002. The bidders may like to be present at the time of opening of the bid, if they intend to do so.** No representative of the bidder will be allowed to be present at the venue of the bid opening unless he/she has authorization letter from the bidder firm.
21. The Authority reserves the right of accepting or rejecting any quotation in full or in part without assigning any reason.

Encl: As mentioned above

**(Sumer Singh Meena)**  
**Assistant Director (Mgmt.)**

Copy to:

IT Division for display it on website of the Authority

(This format is to be printed **mandatorily only on the Letter Head** of the Bidding Company/Agency/Firm)

**PART -A**

**General Description**

<b>S.NO.</b>	<b>Description</b>	<b>Details</b>
1.	Name of bidder Company/ Firm / Agency	
2.	Full Address of Reg. Office	
	Telephone No.	
	FAX No.	
	E-Mail Address	
	Name of Contact Person with Mobile No.	
3.	PAN (attach a copy)	
4.	Bank Details of the Company	
	(a) Beneficiary Name	
	(b) Name of Bank Name	
	(c) Branch and address	
	(d) Type of Account	
	(d) Account Number	
	(e) IFSC Code	
	(f) MICR Code	

Name, Signature of the bidder

Date /Place

**PART -B****Price Schedule (I)**

<b>S. No.</b>	<b>Description</b>	<b>GST component</b>	<b>Rate in (Rs.) inclusive GST</b>
1.	Paper cost of inside text pages (Imported Matt Finish paper of 100 GSM for 200 copies)		
2.	Paper cost for front & back covers (Imported Art Card of 300 GSM for 200 copies)		
3.	Printing cost for text pages Approx. 280 to 300 pages (leaves of both sides in bilingual for 200 copies) in four colours including photocomposing, proof reading, planning, layout, composing, setting, processing, plate making , etc.		
4.	Printing cost for front & back covers (in four colour) for 200 copies (including photocomposing, proof reading, planning, layout, composing, setting, processing, plate making , etc.)		
5.	Binding charges for 200 Copies		
6.	Packaging (in bundles of 20 printed copies) and delivery charges, if any		
7.	Any other charges, if any		
<b>9.</b>	<b>Total cost of entire work (inclusive of GST)</b>		

**Price Schedule (II)**

<b>S. No.</b>	<b>Description</b>	<b>GST components</b>	<b>Rate (Rs.)</b>
1.	<b>Rate per Page (+/-)</b> (if number of pages increase or decrease)		
2.	<b>Rates for the printing and supply of per 100 additional copies of Annual Report</b> [if required by the Authority at later stage]		

Name, Signature of the bidder

Date /Place

## **CHECK LIST**

Please check whether all the below mentioned documents have been enclosed for participating in the tender for printing of Annual Report for the Year 2017-18 of the Food Safety and Standards Authority of India. The documents are to submitted in descending order

1.	<b>Part A (General Description) on the Letter Head</b> of the Company	
2.	<b>Part B (Price Schedule I &amp; II) on the Letter Head</b> of the Company	
3.	<b>Earnest Money Deposit of Rs. 15,000/-</b> (Rupees Fifteen Thousand only) in the form of D.D./Pay order drawn in favour of Senior Accounts Officer, Food safety and Standards Authority of India payable at Delhi	
4.	Copy of <b>PAN</b>	
5.	Proper testimonials <b>certificates</b> with regard to <b>experience</b> in the field	
6.	<b>Samples</b> (i) Papers for Cover and inside pages (duly signed and sealed by the bidder) (ii) Copies of Annual Report or any other related material printed for Government of India's organizations	
7.	<b>Commitment/Undertaking</b> on the letterhead regarding usage of same paper in Printing of Annual Report of FSSAI which are being provided as sample papers (Cover page + inside pages)	
8.	Any other document	
9.	<b>Check list</b>	

List of Empanelled Offset Printers of  
(i) Directorate of Printing, Ministry of Housing & Urban Affairs, (ii) Bureau of Outreach & Communication, Ministry of Information & Broadcasting, and (iii) FSSAI (GA Division)

### **'A' & 'B' CLASS OFFSET PRINTERS**

1. M/s. Aravali Printers & Publishers (P.) Ltd., W-30, Okhla Industrial Area, Phase-II, New Delhi-110020;
2. M/s. Delhi Press, E-3, Jhandewallan Estate, Rani Jhansi Road, New Delhi-110055;
3. M/s. India Offset press, A-I, Mayapuri Industrial Area, Phase-I, New Delhi-110064;
4. M/s. Paras Offset Pvt. Ltd., C-176, Naraina Industrial Area, Phase-I, New Delhi-110028;
5. M/s. Rakmo Press (P) Ltd., C-176, Naraina Industrial Area, Phase-I, New Delhi-110020;
6. M/s. Rave Scans Pvt. Ltd., A-27, Naraina Industrial Area, Phase-II, New Delhi-110028;
7. M/s. AP India, D-15/1, Okhla Industrial Area, Phase-I, New Delhi-110020;
8. M/s. Batra Art Press, A-41, Naraina Industrial Area, Phase-II, New Delhi-110028;
9. M/s. Gita Offset Printers Pvt. Ltd., C-90, Okhla Industrial Area, Phase-I, New Delhi-110020;
10. M/s. Haploss Printing House, A-33, Mayapuri Industrial Area, Phase-2, New Delhi-110064;
11. M/s. I.G. Printers Pvt. Ltd., 104, DSIDC Complex, Phase-I, Okhla Industrial Area, New Delhi-110020;
12. M/s. J.K. Offset Graphics Pvt. Ltd., B-278, Okhla Industrial Area, Phase-I, New Delhi-110020;
13. M/s. Kriti, B-279, Okhla Industrial Area, Phase-I, New Delhi-110020;
14. M/s. Niyogi Offset Pvt. Ltd., D-78, Okhla Industrial Area, Phase-I, New Delhi-110020;
15. M/s. Sita Fine Arts, A-16, Naraina Industrial Area Phase-II, New Delhi-110028;
16. M/s. Viba Press Pvt. Ltd., C-66/3, Okhla Industrial Area, Phase-I, New Delhi-110020;
17. M/s. Dee Kay Printers, 5/37 A & 5/34, Kirti Nagar Industrial Area, Phase-I, New Delhi-110015;
18. M/s. Saraswati Offset Printers (P) Ltd., Saraswati House, A-5, Naraina Industrial Area, Phase-II, New Delhi-110028;
19. M/s. M/s. Garjiya Enterprises, C-158, Gali No. 2, Kanti Nagar Extn, Delhi, Email:-[grajiy019@gmail.com](mailto:grajiy019@gmail.com);
20. M/s. M.S. Graphics (India), B-194, Pocket, B, Mayur Vihar, Phase-II, Delhi-110091, Email:-[msgraphics05@gmail.com](mailto:msgraphics05@gmail.com)

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